DOCUMENT RESUME

ED 057 271 AA 000 764

TITLE	Curriculum Materials for "Health Occupations Education." Annotated Listing of Materials Available from Public Education Agencies
INSTITUTION	Bureau of Adult, Vocational , and Technical Education (DHEW/OE), Washington, D.C.
REPORT NO	BAVTE-71-(H)
PUB DATE	71
NOTE	22p.
AVAILABLE FROM	Requests for materials should be sent to appropriate State source
EDRS PRICE	MF-$0.65 HC-$3.29
DESCRIPTORS	Annotated Bibliographies; *Curriculum Development; Curriculum Guides; *Health Occupations Education; *Instructional Materials; Public Education; Resource Materials; *State Curriculum Guides; *Vocational Education

ABSTRACT

This annotated listing of curriculum materials for Health Occupations Education provides planners, administrators, vocational educators, and others with information as to available curriculum materials developed by the various States. The materials are identified with the instructional titles and codes from the classification system of the Office of Education, which are refined to include one or more related subtitles with appropriate codes. The curriculum materials in this listing concern the following subject areas: Dental; Medical Laboratory Technology; Nursing; Rehabilitation; Radiologic; Miscellaneous Health Occupations Education; and Health Occupations Education, Other. Occupational resource material that applies to all vocational areas is listed under Administrator's, Student's, or Teacher's Resource. Instructions for ordering are given. (For related documents, see ED 057 268-270 and ED 057 272-274.) (DB)

ED 057 271

U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE
Office of Education
Bureau of Adult, Vocational and Technical Education
Division of Vocational and Technical Education

CURRICULUM MATERIALS FOR HEALTH OCCUPATIONS EDUCATION

Annotated listing of materials available from public education agencies

Separate listings in the following areas are available upon request:

Agriculture	Office Occupations
Distributive Education	Technical Education
Home Economics	Trade and Industrial Occupations

Requests for materials should be sent to the appropriate State source.

For additional information contact:
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AA000 764

71(H)

EXPLANATION OF CODING SYSTEM

In recent years it has become apparent that a strong relationship exists between the world of education and the world of work. Emphasis is on the concept that the development of our human resources is vital to the well-being and growth of our society. In order to implement this belief, leaders in all fields have focused their attention on education and especially on vocational education.

This annotated listing of curriculum materials is provided in order to apprise planners, administrators, vocational educators, and others interested in offering or involved in vocational education programs of the available curriculum materials developed by the various States.

The curriculum materials have been identified with the instructional titles and codes from the classification system of the Office of Education. These titles and codes link vocational education programs to occupations. Utilizing the codes in this listing relates the curriculum materials to the instructional program. Seven major vocational education areas are identified in separate listings and coded as follows:

01 Agriculture	09 Home Economics
04 Distributive Education	14 Office Occupations
07 Health Occupations Education	16 Technical Education
17 Trade and Industrial Occupations	

The items are refined to include one or more related subitems as indicated in the following example:

First 2-digit position: subject matter area
Example: 14 OFFICE OCCUPATIONS

Second 2-digit position: principal segment of subject matter
Example: 14.02 BUSINESS DATA PROCESSING SYSTEMS OCCUPATIONS

Third 2-digit position: division of principal segment
Example: 14.0202 PERIPHERAL EQUIPMENT OPERATORS

Fourth 2-digit position: first level detail of division of principal segment
Example: 14.020201 KEY PUNCH AND CODING EQUIPMENT OPERATORS

The coding system is contained in:

U.S. Department of Health, Education, and Welfare, Office of Education. Vocational Education and Occupations (OE-80061). Washington: U.S. Government Printing Office, July 1969.

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07. HEALTH OCCUPATIONS EDUCATION

Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

DENTAL: 07.01

Dental Assisting: 07.0101

ALABAMA

Dental Assistant. Study Guide, 1969, 103 pages, $2.35, Mimeo. (Cooperative Training).

The guide includes a series of assignments, questions, a progress record and a bibliography.

_____. Answer Book. 1969, 87 pages, $1.25, Mimeo.

_____. Test. 1970, 91 pages, $1.00, Mimeo.

_____. Test Answers. 1970, 28 pages, $.50, Mimeo.

MISSOURI

Dental Assisting. Student's Guide, 1968, 118 pages, $2.50, Offset.

The guide contains an analysis of the occupation and a series of assignment sheets. There are 18 assignments on topics ranging from an introduction to the dental profession to radiography. Content is intended for use of a cooperative student working on an individual assignment basis.

_____. Key. Teacher's Guide, 1968, 15 pages, $1.00, Offset.

The key provides the cooperative education teacher-coordinator with a quick assessment device to determine the extent of learning.

OHIO

Dental Assisting. Course Outline, 1970, 89 pages, $1.00 plus 25¢ postage and handling, Offset.

The outline contains 15 basic instructional units ranging from orientation, ethics, and dental anatomy to radiology, oral pathology, human relations and office practice. Each unit has the manipulative, related technology and reference material suggested for use in the program. The program is directed to students at the junior and senior levels.

TEXAS (U.T.)

Dental Assistant. Study Guide, 1970, $5.00, Offset.

A series of 65 assignments to supplement on-the-job training for use as related information. Specific reading assignments and questions, in addition to unit tests, are included.

_____. Answer Book, 1965, $3.15, Offset.

Dental Laboratory Technology: 07.0103

TEXAS (U.T.)

Dental Laboratory Technician. Study Guide, 1967, $6.25, Offset.

A series of 68 assignments to supplement on-the-job training in six general areas of the dental laboratory. Specific reading assignments and questions, in addition to 12 unit tests and a bibliography are included.

_____. Answer Book. 1967, $2.40, Offset.

MEDICAL LABORATORY TECHNOLOGY: 07.02

Medical Laboratory Assisting: 07.0203

MISSOURI

Medical Assistant. Study Guide, 1964, 90 pages, $2.50, Mimeo.

Designed for individual supervised study by students enrolled in high school or post-high school cooperative part-time vocational education programs. Contains an analysis of the medical assistant, 17 assignment sheets, a training plan and progress record. References and questions are included.

_____. Instructor's Key, 1964, 15 pages, $1.00, Mimeo.

Medical Laboratory Technology, Other: 07.0299

MISSOURI

Medical Record Technology. Study Guide, 1964, 136 pages, $2.50, Mimeo.

Designed for individual supervised study by students enrolled in high school or post-high school cooperative part-time vocational education program. Contains an analysis of medical record technology, 17 assignment sheets, a training plan and progress record. References and questions are included.

_____. Instructor's Key, 1964, 22 pages, $1.00, Mimeo.

NURSING: 07.03

Practical (Vocational) Nursing: 07.0302

OHIO

Nursing Procedures for the Practical Nurse. Learner's Manual, 1970, 497 pages, $4.00 plus 25¢ postage and handling, Offset.

Contains procedure and/or assignment for a wide range of activities and tasks performed by the practical nurse. The manual should prove to be helpful in teaching step-by-step procedures which often require repetition and constant checking until skill has been developed.

_____. Answer Book. Teacher's Manual, 1970, 96 pages, $2.00 plus 25¢ postage and handling, Offset.

A handy size spiral bound answer book for use by the teacher in evaluating student's performance in the assignments given learners.

Practical Nurse Education in Ohio. Research Bulletin, 1964, 29 pages, $.85 plus 25¢ postage and handling, Offset.

This bulletin is based on a doctoral research study entitled "Comparison of Work Assignments With Training in Ohio Public Schools of Practical Nursing". It is the purpose of this report to provide the results of this study to other States and other practical nursing schools which are concerned with curriculum development.

OKLAHOMA

Curriculum Guide for Practical Nursing Programs in Oklahoma. Curriculum Guide, 1970 (Revision), 97 pages, $1.50, Offset.

The manual provides guidelines for the development of curricula. It is designed to increase instructor effectiveness in curriculum planning. Chapter I, the Introduction, contains such topics as: Stages of Curriculum Design, The Parts of a Curriculum, and Educational Results. Chapter II deals with Philosophy and Objectives. Chapter III deals with Basic Design covering such areas as: Personal and Vocational Relationships, Nursing Interventions, and Nursing Care in Complex Situations.

Nursing Assistant (Aide): 07.0303

ALABAMA

Nurse's Aide. Study Guide, 1967, 90 pages, $1.75, Mimeo. (Cooperative Training).

Included in the guide is a series of assignments, questions, a progress record and a bibliography.

_____. Answer Book. 1967, 94 pages, $1.00, Mimeo.

_____. Job Tests. 1969, 72 tests, $1.00, Mimeo.

_____. Job Test Answers. 1969, 18 pages, $.50, Mimeo.

FLORIDA

Guidelines for the Training of Nurse Aides - Bulletin 77L-8. Guidelines, 1970, 11 pages, Free, Offset.

For use of school administrators, supervisors, and teachers in organizing and conducting MDTA Nurse Aide Training Programs. Contains information for operating the program restricted to pre-service training for a total of 180 hours of instruction.

Care of Geriatric Patient: Supplement to Nurse Aide Program - Bulletin 77L-7. Teacher's Guide, 1969, 27 pages, Free, Mimeo.

The course outline covers the principles of geriatric care, as derived from the effects of aging on the individual. Includes lesson outlines and suggested reading materials.

Guidelines for the Training of Nurse Aide - Bulletin 77L-8. Guidelines, 1970, 24 pages, Free, Mimeo.

Includes the tasks to be learned by the Nurse Aide. Presents a recommended course description, suggested agreement plan to be used with health agencies, and suggested reading materials.

MISSOURI

Nursing Assistant. Study Guide, 1967, 108 pages, $2.00, Mimeo.

Designed for individual supervised study for students enrolled in a cooperative part-time program. Contains an analysis of the occupation, 24 assignment sheets, one information sheet, a training plan, and a progress record. References and questions are included.

_____. Instructor's Key, 1967, 16 pages, $1.00, Mimeo.

NEW MEXICO

Nursing Assistant - Health Occupations. Curriculum Guide, 1968, 38 pages, Free, Offset.

The curriculum guide was developed to assist local schools in planning, organizing and providing facilities for the nursing assistant program. It contains helpful information about the role of the nursing assistant, an outline of course content, and program organization.

Procedures for patient care and laboratory skill development are outlined in the booklet as well. The appendix contains lists of student textbooks, films, filmstrips, student record forms equipment lists, and the like.

TEXAS (U.T.)

Nurse Aide. Study Guide, 1970, $5.00, Offset.

A series of 49 assignments to supplement on-the-job training in eight general areas of nurse aid activity. Specific reading assignments and questions, in addition to unit tests and a bibliography, are included.

_____. Answer Book. 1965, $4.00, Offset.

Psychiatric Aide: 07.0304

NEW JERSEY

The Nurse Assistant in Psychiatric and General Hospitals - A Teacher's Guide. Teacher's Manual, 1970, 148 pages, $2.00, Offset.

The manual consists of such units as introduction to nursing, introduction to hospitals, morning care, treatment time, patients with special needs, caring for infants, mothers, and the mentally ill.

Surgical Technician: 07.0305

FLORIDA

Guidelines for the Training of Operating Room Technicians - Bulletin 77L-4. Guidelines, 1969, 27 pages, Free, Mimeo.

Contains material for the development and maintenance of a basic program of education to prepare the operating room technician. Includes the recommended elements of curriculum development, equipment lists, and reference books.

OKLAHOMA

Introduction to Sterile Technique. Work Sheet, 1965, 9 pages, $.75, Mimeo.

A series of 43 questions concerning sterile technique with information inserted at intervals pertaining to certain of the questions. Contains a bibliography.

Nursing, Other: 07.0399

OHIO

Nursing Arts Practice. Teacher's Manual, 1970 (Reprint), 183 pages, $1.62 plus 25¢ postage and handling, Offset.

Contains procedure sheets that include the important points to remember along with the procedural steps. The equipment needed and the purpose of each procedure is also given.

REHABILITATION: 07.04

Occupational Therapist: 07.0401

NEW MEXICO

Occupational Therapist Examines Area of Motor Dysfunction in the Handicapped. Teacher's Manual, 1970, 91 pages, Free, Offset.

One purpose of the project from which the manual originated was to expose junior and high school students to occupational therapy, and to encourage those who are interested in a health profession to choose occupational therapy as a career.

Content of the guide is primarily a notebook of materials compiled for a workshop on perceptual motor dysfunction for registered occupational therapists.

RADIOLOGIC: 07.05

Radiologic Technology: 07.0501

TEXAS (U.T.)

X-Ray Technician. Study Guide, 1966, $5.35, Offset.

A series of assignments to supplement on-the-job training for use as related information containing specific reading assignments and questions to be answered. Unit tests and a bibliography are included.

_____. Answer Book. 1966, $1.95, Offset.

MISCELLANEOUS HEALTH OCCUPATIONS EDUCATION: 07.09

Medical Assistant: 07.0904

ALABAMA

Medical Office Assistant. Study Guide, 1970, 90 pages, $1.50, Mimeo. (Cooperative Training).

_____. Answer Book. 1970, 79 pages, $1.00, Mimeo.

Central Supply Technician: 07.0907

FLORIDA

Guidelines for the Training of Central Service Aides - Bulletin 77L-6. Guidelines, 1969, 25 pages, Free, Mimeo.

Includes recommended procedures for conducting the program to prepare personnel supportive to the professional staff in health agencies, such as hospitals. Provides a sample course outline, sample contractural agreement to be used with health agencies, and suggested reading materials.

Food Service Supervisor: 07.0908

OKLAHOMA

Nutrition in Health and Disease. Workbook, 1965, 28 pages, $.75, Mimeo.

Content consists of a series of information sheets and tests under the following titles: signs of good and poor nutrition, basic daily diet requirements, nutrient function, minerals, vitamins, food list, and sodium content of basic four foods.

Mortuary Science: 07.0909

ALABAMA

Mortician. Study Guide, 1970, 105 pages, $2.00, Mimeo. (Cooperative Training).

_____. Answer Book. 1970, 90 pages, $1.25, Mimeo.

Health Occupations Education, Other: 07.99

FLORIDA

Guidelines for the Training of Ward Clerks - Bulletin 77L-3. Guidelines, 1969, 27 pages, Free, Mimeo.

Includes the requirements for an effective program for the preparation on Ward Clerks. Discusses the desired program content and includes suggested agreement form to be used in obtaining clinical experience.

OHIO

Hospital Housekeeping. Instructor's Guide, 1966 (Reprint), 133 pages, $2.50 plus 25¢ postage and handling, Offset.

Contains information on how to organize a housekeeping program, job breakdowns of many hospital jobs, caring for cleaning equipment and much more.

_____. Training Packet. Instructor's Resource, 1966 (Reprint), $1.25 plus 25¢ postage and handling, Printed.

Contains sample report forms in a packet of ten copies each of the skill inventory and classroom record and 50 copies of the individual employee record form. The supply is suitable for a staff of 50 persons.

OKLAHOMA

Diseases of the Circulatory System - Pediatric Workbook. Workbook, 1966, 15 pages, $.75, Mimeo

The content consists of a series of questions with spaces for answers under the following headings: Rheumatic Fever, Anemia, and Congenital Heart Disease. A list of references is included.

OREGON

Health Occupations. Curriculum Guide, 1969, 125 pages, $2.50, Offset.

This cluster curriculum provides for six occupational specialty courses. Included are human body structure and function, microbes and disease, health team relations, patient relations, and health care. A series of appendices contain supporting information helpful in conducting the training.

NOTE: Publications marked (Cooperative Training) in the title or supportive statement are designed for use in cooperative education programs.

OCCUPATIONAL RESOURCE MATERIAL

Materials that follow are general in nature, apply to all vocational areas, and are listed under the headings of Administrator's Resource, Student's Resource or Teacher's Resource. The Teacher's Resource material may prove helpful to Supervisors and Administrators as well.

ADMINISTRATOR'S RESOURCE

MICHIGAN (DVE)

A Guide to Establishing Vocational-Technical Advisory Committees. Administrator's Guide, 1968, 7 pages, Free, Offset.

The publication offers assistance to local schools in the formation and use of advisory committees. Excellence in vocational education requires the best efforts of educators, businessmen, industry, labor, and the public. Advisory committees are an essential part of sound Vocational-Technical Education. This booklet provides many helpful guidelines on how to establish and work successfully with advisory groups.

WYOMING

Follow-up Procedure for Post-Secondary Vocational-Technical Graduates. Supervisor's Manual, 1967, 11 pages, Free, Offset.

The booklet offers local administrators a workable follow-up procedure involving minimum outlay in time and money. It provides basic information to complete USOE forms dealing with graduates and dropouts. Single copies available so long as the supply lasts.

STUDENT'S RESOURCE

ALABAMA

Applying for a Job. Student's Workbook, 1966, 21 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn how to prepare himself to look for a job and how to conduct himself at a job interview. An answer book, a pre-test and a post-test are included.

Good Job Habits. Student's Workbook, 1966, 29 pages, $.40, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of

helping the student learn how to be a good employee by doing a good job, being dependable and getting along with his supervisor. An answer book, a pre-test and a post-test are included.

How to Make $50,000. Student's Workbook, 1966, 9 pages, $.35, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about the value to the individual in continuing his education at least to completion of high school. The money value of education is stressed. Illustrated. A series of questions are included.

Introduction to Credit. Student's Workbook, 1966, 25 pages, $.45, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about buying on credit or "charging" purchases. Five of the most widely-used credit plans are discussed. An answer book, a pre-test and a post-test are included.

Introduction to Table Manners. Student's Workbook, 1966, 33 pages, $.50, Offset.

Programmed material designed for students who are educationally handicapped. This lesson booklet is for the purpose of helping the student learn about table manners and the details concerned with eating a meal with others, making it a pleasant occasion. Illustrated. An answer book, a pre-test and a post-test are included.

Introductions. Student's Workbook, 1966, 14 pages, $.40, Offset.

This is a unit in a course in social skills. It provides information and training in how to introduce oneself to others and how to introduce two or more people to each other.

ILLINOIS

Applying for a Job. Student's Guide, 1969, 12 pages, $.15, Offset.

Many questions confronting students are answered in this leaflet. It deals with such items as taking personal inventory, getting additional training, finding out what jobs are available, writing a letter of application, and being interviewed by a prospective employer.

Capitalism, Socialism, and Communism. Student's Guide, 1964, 12 pages, $.15, Offset.

This leaflet deals frankly with the forms of government. It points out that there are two basic types of government in the world today: (1) popular governments, and (2) dictatorial governments. In any country where the people are really free, there is always open, organized, aggressive opposition to the group or party in power.

NEW JERSEY

When You Go to Work. Student's Manual, 1968, 200 pages, $2.00, Offset.

A very basic book designed primarily for the needle trades, to prepare students with limited vocabulary for the world of work. Each concept is humorously illustrated. There is a vocabulary section at the beginning of each lesson. The six unit headings are: The Factory, A Good Worker, The Job, Shop Mathematics, Clothing for Women and Clothing for Men.

PUERTO RICO

Occupational Orientation Leaflets. (In Spanish)

The leaflets contain information helpful in orienting a student to the nature of the occupation, the preparation required to enter, salary considerations and the opportunities that exist in the field under consideration. Prepared for student's use.

The Actuary. 1969, 5 pages, Free, Printed.

The Oceanographer. 1969, 6 pages, Free, Printed.

The Physician. 1968, 12 pages, Free, Printed.

The Physicist. 1969, 7 pages, Free, Printed.

The Geologist. 1969, 5 pages, Free, Printed.

SOUTH CAROLINA

Locating and Securing a Job. Student's Manual, 1970, 29 pages, $.50, Printed.

The manual was prepared for high school students enrolled in Vocational Education courses. Addressed to the student, the manual takes him through a series of seven steps in securing a job. There are assignments and helpful illustrations which provide opportunity for the application of the ideas set forth in the text material.

TEACHER'S RESOURCE

ALABAMA

Alabama Course of Study - Volume I. Teacher's Guide, 1964, 482 pages, Free, Offset.

A State course of study, covering the work in Grades 7 through 12, in the following fields: English, Social Studies, Health and Physical Education, Mathematics, Science, Foreign Languages, Business Education, Fine Arts, Counseling Services, and Educational Television.

CONNECTICUT

Current World Affairs. Course Outline, 1967 (Revision), 85 pages, Free, Mimeo.

The course outline is designed for use in a 10-grade social studies course. Topics covered include The United Nations, Asia (including the Middle East), Africa, Europe, USSR and Latin America.

English Grammer Outlines - Grades IX to XII. Teacher's Guide, 1967, 53 pages, Free, Mimeo.

The aim of the program is to meet the needs of the students in order to improve their powers of communication and to assist them to become critically perceptive of themselves and others through a reading program geared to their needs and interests. Content includes vocabulary, sentence structure, oral communication, written expression and the like.

Modern Media for Vocational Technical Education. Education Resource, 1967, 43 pages, Free, Mimeo.

The bulletin contains summaries on various educational medias that are being utilized in vocational-technical training programs. It describes such medias as programmed instructions, instructional television, and the like. It also contains conclusions, recommendations and a bibliography.

Outline for Related Science - Grade 10. Teacher's Guide, 1967, 98 pages, Free, Mimeo.

Subject matter for this 10-grade course has been drawn from the physical sciences. In addition to setting forth principles, the outline provides teaching suggestions and trade applications helpful to the vocational teacher.

Outline for Related Science - Grade 11. Teacher's Guide, 1967, 28 pages, Free, Mimeo.

Content includes a skeleton outline of the course, teaching suggestions and aids, trade applications, a lesson plan format and many more helpful ideas useful in teaching the course.

Outline for Related Science - Grade 12. Teacher's Guide, 1966, 11 pages, Mimeo.

Provides an outline covering related science in the areas of materials, processes and testing.

INDIANA

Procedure for Establishing Area Vocational Schools. Guidelines, 1967, $.40, Offset.

Procedures and guidelines outlined constitute the instructions for implementing the establishment of area vocational school districts.

KANSAS

Principles and Philosophy of Vocational Education. Teacher's Manual, 1967, 105 pages, $2.50, Offset.

The content is helpful in understanding the principles of vocational education. Topics covered include the role of vocational education, types of students, vocational instruction, review of the Federal Vocational Acts and similar items.

NEW JERSEY

Student's Manual for Supervised Teaching of Vocational Subjects. Student's Manual, 1970, 63 pages, $2.00, Offset.

A manual prepared specifically for trainees enrolled in the course entitled, "Supervised Teaching of Vocational Subjects." Responsibilities and requirements of teaching vocational subjects are stressed in the publication.

NEW MEXICO

Personal Growth Curriculum for Adult Basic Education. Curriculum Guide, 1970, 157 pages, Free, Offset.

Content is designed to not only provide skill development in mathematics, reading, and writing, but also to develop a new life perspective, and an awareness of family and social responsibilities. It is intended to lift attitudes from defeatism and rejection to those of confidence and leadership.

The guide contains six major divisions including: Introduction, Family Life, Health Education, World of Work, Money Management, and Citizen Government.

Pre-Vocational Orientation in Vocational Education for Junior High Schools in New Mexico. Instructor's and Counselor's Guide, 1967, 125 pages, Free, Offset.

Designed as a source of occupational information relevant to opportunities in vocational education, which are appropriate for use with junior high school students in New Mexico. It also contains a film list and bibliography.

OKLAHOMA

Career Exploration. Teacher's Guide, 1970, 101 pages, $1.50, Offset.

The guide is designed for use by teachers in planning and implementing a course in the exploration of careers. Content is geared to the 8, 9, or 10-grade levels. A group of creative ideas and recommendations has been brought together in this publication to help the teacher plan a practical course designed to fit the needs of students to meet the challenges of the future. The four units include such topics as: Know Yourself; World of Work; Use of Occupational Information; and, Career Educational Planning.

SOUTH CAROLINA

Low-Cost Teacher Made Overhead Transparencies. Teacher's Manual, 1969, 63 pages, $1.00, Printed.

This printed, well-illustrated booklet contains a thorough discussion of the merits and potential of one material that can be used in the production of overhead transparencies. The material, known as three Mil Trycite, has been selected because it is economical, versatile, very transparent, and can be obtained in a pre-cut size useful in teaching. It can be utilized without expensive equipment of processing materials. The publication provides the, "How to do it" of transparency production in excellent detail.

TENNESSEE

Vocational Related Training for Special Students. Curriculum Guide, 1968, 174 pages, $4.50, Offset.

A guide designed to help the teacher working with the potential high school dropout, slow learner, disadvantaged, culturally deprived, or the nonachiever. It provides the teacher with an ideal opportunity to extend his creativity and to introduce practical education for living. Suggested instructional units include such areas as: getting along with others, the job interview, business and commercial forms, the pay check, community life, and many others.

TEXAS (A&M UNIV.EES)

Information and Format for Designing Objective, Essay, and Performance Type Tests. Teacher's Guide, 1970, 81 pages, $1.75, Offset.

The guide is designed to assist vocational teachers in developing valid, reliable and comprehensive tests. There is much general information about tests and a variety of objective type tests are reviewed. Examples of various tests give the teacher an insight into the types and their development.

WYOMING

Wyoming Mathematics Curriculum Guide - Grades 7-12. Teacher's Manual, 1970, 34 pages, Free, Printed.

Through the program of mathematics the student should become aware of the power and influences of a command of figures in his continuing occupational and personal development. The content can be summarized as an attempt to: (1) emphasize the "why" just as much as the "how", (2) teach mathematics as a structure, (3) allow students to discover relationships for themselves whenever possible, and (4) teach the social utility, or practical applications of mathematics and of arithmetic computation.

INSTRUCTIONS FOR ORDERING
HEALTH OCCUPATIONS EDUCATION CURRICULUM MATERIALS

Orders for materials should be sent to the address of the appropriate State source. Specific ordering information is indicated where applicable. Prices are subject to change without notice.

ALABAMA

Instructional Materials Unit, Vocational Industrial Education Department, P.O. Box 2847, University, Alabama 35486. Check in amount of order made payable to the University of Alabama must accompany order. Publications are sent postpaid.

CONNECTICUT

Curriculum Center, Division of Vocational Education, State Office Building, Room 336, Hartford, Connecticut 06115. Publications are free and sent postpaid. Request must be made on official school system stationery.

FLORIDA

Mr. J. Larry Todd, Educational Materials Specialist, Department of Education, Room 275, Knott Building, Tallahassee, Florida 32304. Single copies are free, with one exception -- Bulletin 72, A Guide to Business Education in Florida Schools, which must be purchased. Check in amount of order made payable to the Florida State Department of Education.

ILLINOIS

Vocational Agriculture Service, University of Illinois, 434 Mumford Hall, Urbana, Illinois 61801.

Terms of sale for ordering purpose are:

1. Items are sent postpaid at prices listed when payment accompanies the order.
2. Postage charges are added to these prices when we bill.
3. Orders are sent on account without question on school purchase orders or on school stationery signed by responsible school official.
4. Payment should accompany orders from individuals unless prior arrangements have been made.
5. Catalog and special order forms available without charge on request.

INDIANA

Vocational Resource Center, Department of Vocational and Technical Education, Indiana State University, Terre Haute, Indiana

47809. Check or money order in amount of order made payable to the Vocational Resource Center, Indiana State University, and must accompany order. Publications are sent postpaid.

KANSAS

Dr. K. E. Hoffman, The Coordinator of Vocational Education, Division of Business and Business Education, Kansas State Teachers College, Emporia, Kansas 66801.

MICHIGAN

Mr. Robert Batterbee, Chief, Printing and Mailing Section, Department Services Division, Department of Education, P.O. Box 420, Lansing, Michigan 48902. Single copies are available free.

MISSOURI

Instructional Materials Laboratory, Department of Practical Arts and Vocational-Technical Education, University of Missouri, Columbia, Missouri 65201. Catalog available upon request. Billing will accompany shipment of requested materials. Check in amount of order made payable to the University of Missouri, should be mailed to the University Cashier's Office, 123 Jesse Hall, Columbia, Missouri 65201

NEW JERSEY

Curriculum Laboratory, Department of Vocational-Technical Education, Graduate School of Education, Rutgers -- The State University, 10 Seminary Place, New Brunswick, New Jersey 08903. School orders must be made on official school purchase order form. In addition to price of materials, you will be billed for postage and shipping charges.

Individuals may order materials by including a check or postal money order for the amount of the materials plus 10 cents per book postage. Checks made payable to the New Jersey Department of Education, Vocational Education Division.

NEW MEXICO

It is the general practice in this State to send a copy of all new material to each State Supervisor and Head Teacher Educator representing the area of service in which the material was developed. Others may obtain copies of the listed material by addressing the appropriate State Supervisor.

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